



Right Choice Training

We Do It Right!

Course Information

Double Diplomas

**BSB50120 Diploma of Business and BSB50320
Diploma of Human Resource Management**

START LEARNING

Kickstart your career. We deliver it right for
you!

RTO No#45790

BSB50120 Diploma of Business and BSB50320 Diploma of Human Resource Management



RTO No: 45790

These qualifications are nationally recognised under the Australian Qualifications Framework (AQF).

Why Study with Right Choice Training?

The Learning supports

You are well supported throughout your course, so you won't feel alone.

You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:

- Telephone
- Email
- Virtual Classroom, Zoom, MS Teams or Skype

Available between Monday to Friday 9am to 5pm (Sydney time).



Right Choice Training

Phone: 1300 800 682

Email: admin@rightchoicetraining.com.au

Programs that give you the outcome needed to be effective at work and in your career

Fair and competitive course fees with state of art LMS. Programs delivered to suite your work requirements and lifestyle. Study anywhere at anytime



You can study at any time, any place, with unlimited trainer support, fast assessment and feedback

Start straight after enrolment!
No minimum course timeframe. You can complete the course as quickly as you choose but within the 24 months

BSB50120 Diploma of Business and BSB50320 Diploma of Human Resource Management



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Course Overview

BSB50120 Diploma of Business is an ideal qualification for individuals currently working in administration or managerial roles such as program coordinators, administration officers, business managers or executive officers, aiming to gain a formal qualification to enhance and confirm their existing experience.

BSB50320 Diploma of Human Resource Management will enable you to undertake human resources roles across a range of businesses and industries. With a focus on managing human resources functions such as performance development, workforce planning and employee relations, you'll develop broad skills and in-depth insights to build capability in the core disciplines of human resource management.



Course Duration

The course duration is 24 months. We find students that are genuinely motivated to progress through the course, can complete the full course in less than 24 months.

Who is responsible for your training?

Right Choice Training is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates

Program Outline

BSB50120 Diploma of Business And BSB50320 Diploma of Human Resource Management (Self- Paced online eLearning)

Training is delivered as an online self-paced study mode. The course is offered online through Learning Management System. This means students complete their course at their own pace, using an online student portal. Training delivery support may include face-to-face webinars, self-paced study, directed research, and online learning activities and tasks.

We offer learner a full circle of support and an engaging learning experience. We understand that it can be difficult to take that first step towards changing your life. Studying online with Right Choice Training will be different from how you have encountered study in the past. With us, study how and where you want, online but never alone.

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RTO No: 45790

Units and Delivery

Right Choice Training has paired the BSB50120 - Diploma of Business and the BSB50320 - Diploma of Human Resource Management course, as some of the units are common in both qualifications. You only need to complete 15 units to get both diplomas (rather than 12 and 12 units separately if you did the diplomas separately).

To be awarded these qualifications, you are required to complete 15 units of competency. Right Choice Training offers the following units:

BSB50120 Diploma of Business

Core Units:

BSBFIN501 Manage budgets and financial plans(Common Unit)
BSBCRT511 Develop critical thinking in others(Common Unit)
BSBSUS511 Develop workplace policies and procedures for sustainability
BSBOPS501 Manage business resources
BSBXCM501 Lead communication in the workplace

Elective Units:

BSBOPS504 Manage business risk(Common Unit)
BSBHRM525 Manage recruitment and onboarding(Common Unit)
BSBHRM522 Manage employee and industrial relations (Imported unit from BSB50320)
BSBHRM521 Facilitate performance development processes(Common Unit)
BSBHRM523 Coordinate the learning and development of teams and individuals(Imported unit from BSB50320)
BSBLDR523 Lead and manage effective workplace relationships(Common Unit)
BSBWHS521 Ensure a safe workplace for a work area(Common Unit)

BSB50320 Diploma of Human Resource Management

Core Units:

BSBHRM521 Facilitate performance development processes(Common Unit)
BSBHRM522 Manage employee and industrial relations(Common Unit)
BSBHRM523 Coordinate the learning and development of teams and individuals(Common Unit)
BSBHRM524 Coordinate workforce plan implementation
BSBHRM527 Coordinate human resource functions and processes
BSBOPS504 Manage business risk(Common Unit)
BSBWHS411 Implement and monitor WHS policies, procedures and programs

Elective Units:

BSBWHS521 Ensure a safe workplace for a work area(Common Unit)
BSBHRM525 Manage recruitment and onboarding(Common Unit)
BSBLDR523 Lead and manage effective workplace relationships(Common Unit)
BSBFIN501 Manage budgets and financial plans(Common Unit)
BSBCRT511 Develop critical thinking in others(Common Unit)

BSB50120 Diploma of Business and BSB50320 Diploma of Human Resource Management



RTO No: 45790

Entry Requirements

Entry requirements

You can enrol and start at any time! The course is self-paced 100% online

To ensure you complete the course successfully, the following entry requirements apply for the BSB50320 Diploma of Human Resource Management:

Entry to this qualification is limited to those who:

Have completed the following units (or equivalent competencies):

- BSBHRM411 Administer performance development processes
- BSBHRM412 Support employee and industrial relations
- BSBHRM415 Coordinate recruitment and onboarding
- BSBHRM417 Support human resource functions and processes

Equivalent competencies are predecessors to these units, which have been mapped as equivalent. OR

If you have worked in a HR related role, you can provide evidence to demonstrate the two (2) years' equivalent full-time relevant work experience to satisfy the qualification entry requirements.

In Addition, you must:

Be aged 18 years or over

Have sound language and literacy skills (at least Year 10 English, or equivalent)

Able to commit to the course duration and time commitment

Learners must have access to a computer and the internet

Must supply a Unique Student Identifier (USI)

Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session

National Recognition

These competencies have been drawn from the nationally endorsed industry training package the Business Services Training Package (BSB).

On successfully completing the training and assessment, the BSB50320 Diploma of Human Resource Management and the BSB50120 Diploma of Business qualifications will be issued.

A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider industries.

Right Choice Training will issue a qualification within 15 days of the final assessment being completed.

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RTO No: 45790

Benefits of Studying with Right Choice Training

100% Self-Paced Online eLearning

100% online eLearning course so you can study anywhere at any time. You can learn at your own pace when it suits you.

Fast Turnaround

Your enrolment will be completed in a same day or within 24-48 hours. It means after enrolment, you will have access to your course within 12-48 hours.

Your email response query will be responded back within 48 hours and all assessments will be marked within 5-7 business days.

Contextualised Learning Resources

Right Choice Training's learning and assessment resources have been purpose built to support our learners to learn industry best practices.

You will have learners Guide in PDF as well as eLearning modules for each unit.

All assessment packs are in word file so that you can download, work on it and upload it when ready to submit.

Flexible Payment Options

Payment options:

- Pre- Payment during enrolment stage
- Split payment option
- Payment plan

The current cost can be found on our website. Please refer to the RTO fees and refund policy available on website

RPL and Study Pathways

Will previous training and experience count?

Right Choice Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. If you have more than 5 years of relevant industry experience, please ask our friendly admin staff about Recognition of Prior Learning (RPL) eligibility.

Future education pathways

After successfully completing Double Diplomas- BSB50120 Diploma of Business and BSB50320 Diploma of Human Resource Management, you may like to enrol in the BSB60120 – Advanced Diploma of Business or BSB60320- – Advanced Diploma of Human Resource Management qualification to gain additional business and Human Resource Management skills.

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RTO No: 45790

Study Requirements

Language, Literacy and Numeracy (LLN) Skill requirements

Upon enrolment, learners will be asked to confirm their previous qualifications and if required, LLN assessment will be conducted to confirm they have required level of LLN Skills

Learner Resource Requirements

Learners will require basic stationery and a notebook according to their study preferences during the self-paced study. The learner's access to a computer that has an internet connection is mandatory to allow learners to undertake self-paced study and prepare submissions for assessment.

Assessments

The assessment is conducted using a combination of realistic workplace tasks, written questions and answers, project work/portfolio of work, presentation and simulated case studies.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Career Opportunities

Successful completion of the Double Diplomas- BSB50120 Diploma of Business and BSB50320 Diploma of Human Resource Management can qualify you for a range of roles and positions, including:

- Human Resource Officer
- Human Resource Manager
- Human Resource Consultant
- Human Resource Advisor
- Executive Officer
- Business Development Manager
- Corporate Service Manager
- Recruitment Manager
- Human Resource Coordinator
- HR Business Partner
- Human Resource Specialist
- Business Manager
- Operations Manager
- Business Sales Leader

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Contact Us...



Contact Right Choice Training and Get
the ball rolling!

For further information or to enrol, contact us via:



www.rightchoicetraining.com.au



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